



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 10, 2013

Shannon Decker
230 36th Ave N
Clinton, IA 52732

Dear Shannon Decker,

Please read this carefully, failure to follow the instructions in this letter may result in revocation. A copy of this letter went to CCRR. You may contact CCRR for a visit. CCRR can help you get the forms and such you may need. CCRR will notify DHS that you are in compliance. You received a paper from me during our visit regarding any missing items.

This letter is in regards to the 10/09/13 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

Reminder: On November 1, 2013 there will new forms for physicals (for provider, family and pets). There are other forms will be updated at that time. These forms will be required to be in files during the next checklist.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Shannon-immunization status

Eric-exam and immunization status

Dalton- exam

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A physician's signed statement of health at the time of employment and at least every two years thereafter.

Edith-polio only

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Edith – needs training

☐ 110.5(8) Children's Files.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

One missing physical

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 11/25/13.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed.** By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section. Please return with the provided postage paid envelope BY 11/25/13.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules. Please sign and date below, and return this form in the provided envelope or email. If you send this by email, please also send to CCRR as occasionally the DHS system will not allow those through from individuals.

X _____
Signature Date

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist

gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ex.t 422

800/650-6361 for long distance only

Fax: 563/557-9177

CC: File, CCRR, DHS Supervisor

Always Remember: DHS web site: www.dhs.state.ia.us

CCRR has a new consultation tool which they will be using when they visit you. This tool will help prepare you for my checklist visit. I am encouraging all providers to contact CCRR for a visit prior to your renewal date every year. CCRR has other tools to help too, like the Family Child Care Environmental Rating Scale (FCCERS), and info on Positive Guidance and Discipline to name a few. Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

Kathy Richmond, krichmond@iacommunityaction.org, CCRR Child Care Consultant

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220,

563-362-8226 (Cell)

Fax: 563-243-7331

krichmond@iacommunityaction.org

Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@Clintonfd.us Clinton Fire Department

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).